Management Action Plan As of June 20, 2006

#### **Montana Department of Administration**

**Information Technology Services Division** 

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ITSD concurs with all four recommendations contained in the Enterprise IT Management Audit Report, LAD #05DP-06

Audit Report & Rec #	Recommendation	M/ Pla	AP – Management Action an	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
#05DP- 06 Rec #1	We recommend DofA commit to and execute the centralized management and control of IT required by the Montana Information Technology Act (MITA).	1.	Commitment of Resources - Project chartered, resources allocated and formal project initiated to develop policies and deliverables necessary to implement each section MITA.	Dick Clark	March 6, 2006	Review – March 6, 2006 Charter complete. Scope complete. Initial Plan complete.
		2.	Execute Project – Develop policies and other deliverables to provide for centralized management and control of IT. ITSD will consider agency input and recommendations while retaining decision-making authority.	Dick Clark	June 30, 2007	Underway 1. Cellular Device Policy under formal Review 2. Enabling IT Policy and Procedure under formal Review 3. Interim Wiring Standard under Development
		3.	Long Term Commitment – ITSD recognizes the need for institutionalizing MITA into the future. The commitment will include provisions and/or recommendations for implementation and ongoing organizational support, maintenance and monitoring.	Dick Clark	June 30, 2007	DOA recognizes that to fully implement MITA, subsequent efforts will be required beyond the scope of this project. Policy Data Base under development.

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Audit Report & Rec #	Recommendation	MA Pla	AP – Management Action an	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
LAD #05DP- 06 Rec #2	We recommend DofA develop and document implementation plans addressing each section of MITA	1.	Master Process – Designed a Master Process to develop, review, implement and maintain the policies and other deliverables required for implementation of each section of MITA.	Dick Clark	Complete	March 6, 2006 IT Policy Process in place and being used: Underlying development life cycle, supporting tools defined and under pilot.
		2.	Audit Recommendations - Translate the recommendations of the Audit into project requirements.	Dick Clark	Complete	March 6, 2006 Audit Requirements Map created and integrated into Development Phase for each policy and standard. Each policy/standard checked against Audit Requirements Map.
		3.	MITA Requirements - Identify and document requirements and responsibilities of MITA.	Dick Clark	June 30, 2007	As part of the development of each policy: MITA Requirements Map created and integrated into Development Phase for each policy and standard. Each policy/standard checked against MITA Requirements Map.

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Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
		4. Publish and Report – Publish project plans, deliverable schedule and policy implementation. Publish policies et al using an accessible online repository. Implement a comprehensive Communication Plan to report progress.	Dick Clark	June 30, 2007	Begin publishing project material by March 1, 2006. Online repository established by April 30, 2006. 1. Project Charter, Scope Statement, Communication Plan published. 2. Enterprise IT Policy web page (repository) operational.
LAD #05DP- 06 Rec #3	We recommend DofA:  A. Establish and document the process of using policies to ensure DofA and state agencies comply with the Montana Information Technology Act.  B. Establish and	1. MITA Policy Development and Maintenance - Implement process and procedure for developing and maintaining statewide IT policies, standards, procedures, guidelines to implement MITA.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing.  1. IT Policy Process and underlying development life cycle pilot near complete  2. Key sub-processes under development  3. Standards framework under development  4. Training of customer base upon completion of pilot.
	document procedures to maintain enterprise IT polices and standards.	2. Consistency Review - Review MCA, ARM, policies and standards for adequate and consistent MITA compliance.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing. Review built into requirements definition within the Development Phase of IT Policy Process.

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		3.	Indicators of Policy Compliance - Establish compliance criteria to track accountability with MITA policy, standards, et al.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing.  1. Defined in Development Phase.  2. Indicators included in each policy, standard, procedure in Development Phase.
		4.	Non-compliance - Establish governance procedures to account for non-compliance.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing. Compliance data collection requirements defined for each policy, standard, procedure.
		5.	Performance Reports – Provide compliance tracking and reporting.	Dick Clark	March 31, 2006	Pilot first deliverable, then ongoing. Required data and reporting defined in each policy, standard, procedure in Development Phase. Data collection and reporting in Maintenance and Monitoring activity.

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Audit	Recommendation	MAP – Management Action	Person	Target Date	Status/Date
Report &		Plan	responsible		Completed/Deliverables
Rec#			for MAP		
LAD	We recommend DofA	1. OBPP Major Investment –	Dick Clark	November 1,	Started review of major IT
#05DP-	coordinate with the Office of	Develop and implement		2006	investments in agency
06 Rec	Budget and Program Planning	policies and procedures			budgets.
#4	to enforce the statutory	with OBPP to:			2. Investments in IT Plans:
	requirement that new IT	<ul> <li>a. Define a major new</li> </ul>			Have included investment
	investments be included in the	IT investment			information forms in template
	governor's budget only if the	b. Review major IT			sent to agencies.
	project is included in the	investments in			3. OBPP sending EPP
	approved agency information	agency budgets			request information to ITSD;
	technology plan.	<ul> <li>c. Ensure investments</li> </ul>			ITSD and OPBB meeting
		are in IT plans			week of 12 June 2006.